

MEMORANDUM FOR S/HHRO

Subj: INITIAL ETHICS ORIENTATION

Ref: (a) 5 C.F.R. 2638.703

(b) DoD 5500.7-R (Joint Ethics Regulation), Section 11-300

I hereby acknowledge receipt of a copy of the Department of the Navy Employee's Guide to the Standards of Conduct and the current list of Ethics Counselors in satisfaction of the requirement for Initial Ethics Orientation set forth in references (a) and (b). I understand that as a new employee I am required as soon as possible, but not later than 90 days from my start date, to take one hour of official duty to read the Employee's Guide to the Standards of Conduct and the reference materials cited therein. I understand that I should contact one of the listed Ethics Counselors if I need advice or have any questions on ethics issues.

I also understand that upon reporting to my command or organization, I am required to check in with my supporting Ethics Counselor in order to address my financial disclosure requirement and/or any additional ethics training requirements.

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Print Full Name

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Sign and Date

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Command/Organization